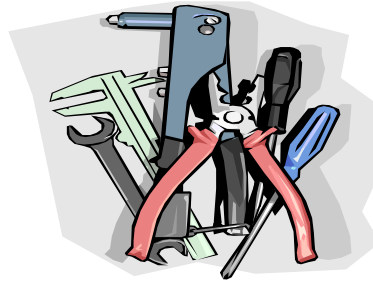
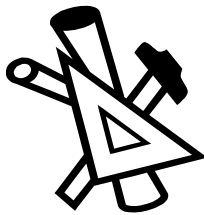
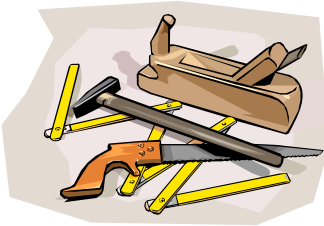


# Maintaining



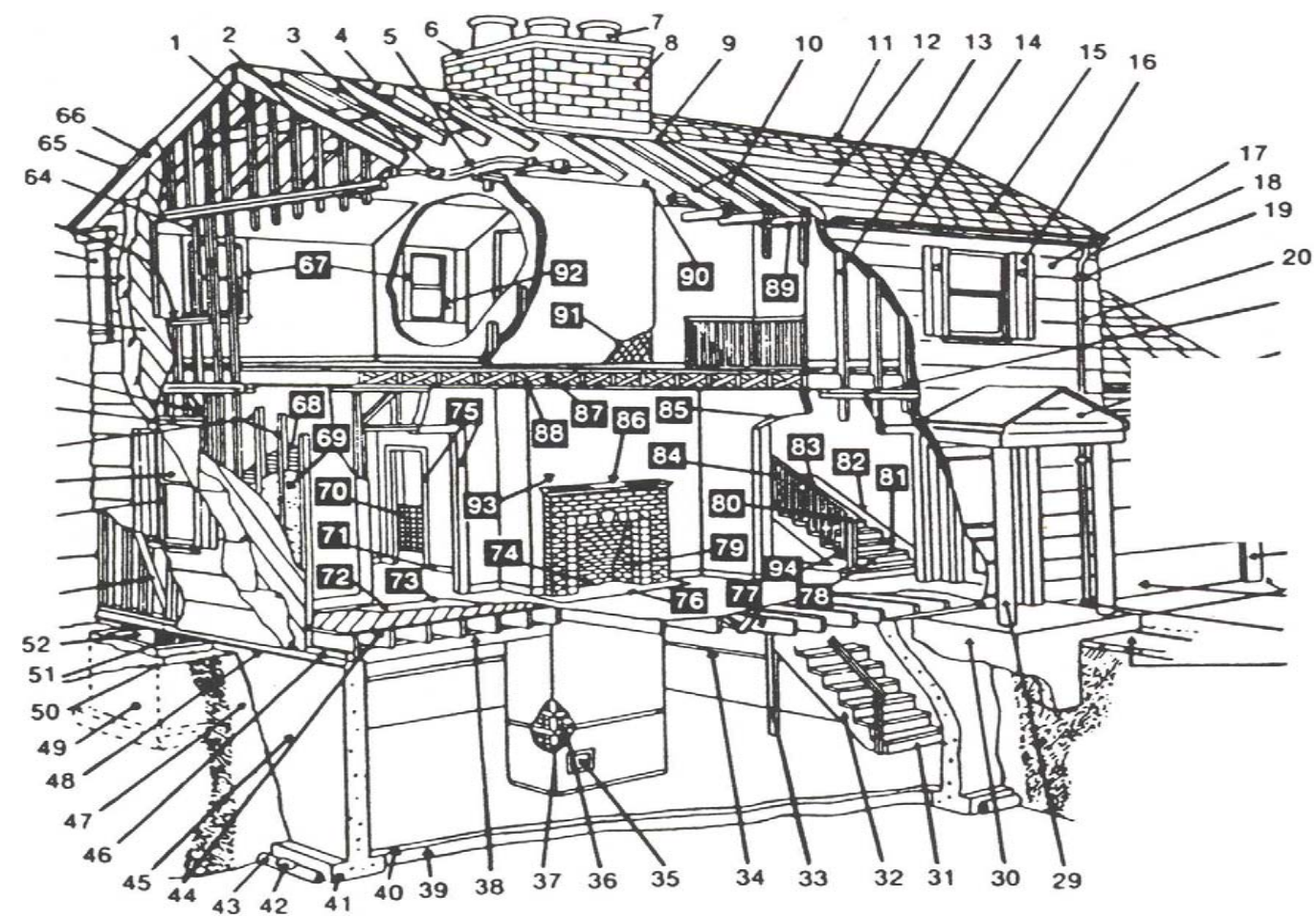
Your Home

	PERIODICALLY	SPRING	FALL	ANNUALLY
<b>I. FOUNDATION &amp; MASONRY: Basements, Exterior Walls:</b> To prevent seepage and condensation problems.				
a. Check basement for dampness and leakage after wet weather.	√			
b. Check foundation walls, steps, retaining walls, walks, patios, driveways, garage floors, etc., for cracks, heaving, crumbling.		√		
c. Check chimneys, deteriorated chimney caps, loose and missing mortar.		√	√	
d. Maintain grading sloped away from foundation walls.				√
<b>II. ROOFS &amp; GUTTERS:</b> To prevent roof leaks, condensation, seepage and decay problems.				
a. Check for damaged, loose or missing shingles, blisters.		√	√	
b. Check for leaking, misaligned or damaged gutters, downspouts (leaders), hangers (straps), gutter guards and strainers.		√	√	
c. Clean gutters, leaders, strainers, window wells, drains. Be sure downspouts direct water away from foundation.	√			
d. Cut back tree limbs growing on or over roof.			√	
e. Check antenna supports for sturdiness and possible source of leakage.				√
f. Check flashings around roof stacks, vents, skylights, chimneys, as sources of leakage.		√	√	
g. Check vents, louvers and chimneys for birds nests, squirrels, insects.		√	√	
h. Check fascias and soffits for paint flaking, leakage and decay.		√		
<b>III. EXTERIOR WALLS:</b> To prevent paint failure, decay and moisture penetration problems.				
a. Check painted surface for paint flaking or paint failure.		√		
b. Check siding, shingles and trim for damage, looseness, warping and decay.	√			
c. Check exterior masonry walls for cracks, looseness, missing or broken mortar.		√		
d. Cut back and trim shrubbery against sidewalls.		√	√	
<b>IV. DOORS AND WINDOWS:</b> To prevent air and weather penetration problems.				
a. Check caulking for decay around doors, windows, corner boards, joints. Recaulk as needed.			√	
b. Check glazing putty around windows.			√	
c. Check weatherstripping.			√	
<b>V. ELECTRICAL:</b> For safe electrical performance				
a. Learn location of electrical panel box for breakers or fuses. Never overfuse.				
b. Trip circuit breakers every six months and ground circuit fault interruptors (G.C.F.I.), monthly.	√			
c. Mark and label each circuit.	√			
d. Check condition of lamp cords, extension cords and plugs. Replace at first sign of wear and damage.	√			

	PERIODICALLY	SPRING	FALL	ANNUALLY
e. Check exposed wiring and cable for wear or damage.				√
f. If fuses blow or breakers trip frequently, have a licensed electrician determine cause.	√			
g. If you experience slight tingling shock from handling or touching any appliance, disconnect the appliance and have it repaired. If lights flicker or dim, or if appliances go on and off unnecessarily, call a licensed electrician.	√			
<b>VI. PLUMBING:</b> For preventive maintenance.				
a. Check faucets, hose bibbs and valves for leakage.	√			
b. Drain exterior water lines, hose bibbs, sprinklers, pool equipment in the fall.			√	
c. Check for leaks at sink and house traps and sewer cleanouts.	√			
d. Draw off sediment in water heaters monthly or per manufacturer's instructions.	√			
e. Have septic tank cleaned every 2 years.				
<b>VII. HEATING &amp; COOLING:</b> For comfort, efficiency, energy conservation and safety.				
a. Change or clean furnace filters, air conditioning filters, electronic filters as needed.	√			
b. Clean and service humidifier. Check periodically and annually.	√			√
c. Have oil burning equipment serviced annually.				√
d. Clean around heating and cooling equipment, removing leaves, dust, overgrown shrubbery, debris. Be sure power is off!	√			
e. On steam systems, "blow off" or drain low water cut-off per manufacturer's instructions or instruction tag.	√			
<b>VIII. INTERIOR:</b> General house maintenance.				
a. Check bathroom tile joints, tub grouting and caulking. Be sure all tile joints in bathrooms are kept well sealed with tile grout to prevent damage to walls, floors and ceilings below.	√			
b. To prevent freezing keep garage doors closed in winter. Exposed water lines and drains should be wrapped with insulation.				
c. Close crawl vents in winter and open in summer.		√	√	
d. Check underside of roof for water stains, leaks, dampness and condensation, particularly in attics and around chimneys.				√
e. Keep attic louvers and vents open all year round. Check louver screening.				√
<b>IX. Know the location of:</b>				
a. The main water shut off valve.				
b. The main electrical disconnect or breaker.				
c. The main emergency shut off switch for the heating system.				

Because of the general nature of this advice and the individual application thereof. Neither the American Society of Home Inspectors or its members assumes any responsibility for any loss, cost, damage, injury or expense which may be incurred or suffered as a result of the use of this folder.

Schematic Diagram of a Home



<div>1. Gable stud</div> <div>2. Collar beam</div> <div>3. Ceiling joist</div> <div>4. Ridge board</div> <div>5. Insulation</div> <div>6. Chimney cap</div> <div>7. Chimney flues</div> <div>8. Chimney</div> <div>9. Chimney flashing</div> <div>10. Rafters</div> <div>11. Ridge</div> <div>12. Roof boards</div> <div>13. Stud</div> <div>14. Eave gutter</div> <div>15. Roofing</div> <div>16. Blind or shutter</div> <div>17. Bevel siding</div> <div>18. Downspout gooseneck</div> <div>19. Downspout strap</div> <div>20. Downspout leader</div> <div>21. Double plate</div> <div>22. Entrance canopy</div> <div>23. Garage cornice</div> <div>24. Fascia</div> <div>25. Door jamb</div> <div>26. Garage door</div> <div>27. Downspout shoe</div> <div>28. Sidewalk</div> <div>29. Entrance post</div> <div>30. Entrance platform</div> <div>31. Stair riser</div> <div>32. Stair stringer</div>	<div>33. Girder post</div> <div>34. Chair rail</div> <div>35. Cleanout door</div> <div>36. Furring strips</div> <div>37. Corner stud</div> <div>38. Girder</div> <div>39. Gravel fill</div> <div>40. Concrete floor</div> <div>41. Foundation footing</div> <div>42. Paper strip</div> <div>43. Drain tile</div> <div>44. Diagonal subfloor</div> <div>45. Foundation wall</div> <div>46. Sill plate</div> <div>47. Backfill</div> <div>48. Termite shield</div> <div>49. Window well wall</div> <div>50. Grade line</div> <div>51. Basement sash</div> <div>52. Window well</div> <div>53. Corner brace</div> <div>54. Corner stud</div> <div>55. Window frame</div> <div>56. Window light</div> <div>57. Wall studs</div> <div>58. Header</div> <div>59. Window cripple</div> <div>60. Wall sheathing</div> <div>61. Building paper</div> <div>62. Pilaster</div> <div>63. Rough header</div> <div>64. Window stud</div>	<div>65. Cornice moulding</div> <div>66. Fascia board</div> <div>67. Window casing</div> <div>68. Lath</div> <div>69. Insulation</div> <div>70. Wainscoting</div> <div>71. Baseboard</div> <div>72. Building paper</div> <div>73. Finish floor</div> <div>74. Ash dump</div> <div>75. Door trim-casing</div> <div>76. Fireplace hearth</div> <div>77. Floor joists</div> <div>78. Stair riser</div> <div>79. Fire brick</div> <div>80. Newel cap</div> <div>81. Stair tread</div> <div>82. Finish stringer</div> <div>83. Stair rail</div> <div>84. Balusters</div> <div>85. Plaster arch</div> <div>86. Mantel</div> <div>87. Floor joists</div> <div>88. Bridging</div> <div>89. Lookout</div> <div>90. Attic space</div> <div>91. Metal lath</div> <div>92. Window sash</div> <div>93. Chimney breast</div> <div>94. Newel</div>	<div>1. Central Heating System</div> <div>2. Central Cooling System</div> <div>3. Interior Electrical System</div> <div>4. Interior Plumbing System</div> <div>5. Roof</div> <div>6. Walls, ceilings, floors, windows, and doors.</div> <div>7. Foundation, basement and slab structures.</div>
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